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TRD STAFF MEETING
15 February 1950

25X1A9a PRESENT:

[REDACTED]

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25X1A9a 1. TRD Personnel. It is [REDACTED] understanding that all TRD personnel are being transferred to a single TRD T/O which will be carried administratively under SED. When the assignment of any person to Training terminates he will return to his original office, i.e., OSO or OPC. Mr. [REDACTED] is to check with SED on the transfer of T/A cards from OSO and OPC to TRD for all TRD personnel. Similarly, pay checks should be delivered directly to TRD.

25X1A 2. TRD Administration. All supplies are being combined into one TRD account to be handled by TRD, with sub accounts for the [REDACTED] L and #13. Services will set up the stock record cards and will also furnish a list of responsibilities for the accountable officers. At present Services is auditing property in the [REDACTED] and Building #13; they will audit [REDACTED] on Monday and 2018 L next week. 25X1A

When the TRD T/O was created policy matters were considered in detail but the difficulties attendant in the administration of TRD were not completely set up. At present the budget for TRD is being studied by both OSO and OPC; OSO funds are completely expended and the question now is whether OPC funds will be transferred to OSO for their use in TRD, whether OPC will administer the funds or whether a separate account will be set up for TRD to administer.

25X1A6a 3. BISC. The uncleared portion of the Basic and Interim Study Courses is being moved today to the [REDACTED] Rooms 501 and 503. The phone number at present is Ext. 2037.

4. Intervals between Courses. A request to OSO and OPC to increase the intervals between the OC and AOC courses from three to four weeks has been approved. The question was then raised as to whether the interval between the SOC should not also be lengthened to four weeks. Mr. [REDACTED] is to take this under advisement and report his findings to [REDACTED]. There should be a week in between the SOC and OC courses and another between the OC and AOC in order that students may attend either the Administrative Course or photographic training during these free weeks. Thus, a student who progresses through all of TRD instruction would spend 14 weeks in training. 25X1A9a

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5. Training Load. [REDACTED] reported that OPC has indicated the student load from that office would be low until about the first of June or July. With the closing of colleges the numbers of persons needed to be trained for OPC will increase rapidly. This should be taken into account in considering the increasing of the interval between SOC courses. SED has reported that all administrative and clerical slots in OPC and OSO should be filled by the first of July and this should raise the requirements for administrative training.

6. Forms. The operational offices (OSO and OPC) are not obligated to send to the Hill directly forms for approval. In TRD, forms that we wish to have reproduced should be sent direct to Mr. [REDACTED] Management, where they will be reviewed from the security point of view before being sent to Reproduction. If it is decided that Reproduction should not see the form in question, it will be sent by Mr. [REDACTED] to OAD or a similar shop for reproduction. [REDACTED] stated in answer to a query by Mr. [REDACTED] that mimeographing of forms for internal use should go through the same channels.

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7. Staff Meetings. [REDACTED] requested that all branches and staffs be represented at the weekly staff meetings held on Wednesday mornings at 10:00. If the branch or staff chief is unable to attend personally, he should see that a representative from his office is present.

It was announced that meetings will be held in the Conference Room at 11:30 on alternate Mondays for the branch chiefs, [REDACTED] and Mr. [REDACTED]. The first one will be Monday, 20 February and [REDACTED] Mr. [REDACTED] are requested to be present. These will be policy meetings.

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8. Showing of Films. [REDACTED] will distribute to the instructors each week a list of the films that are going to be shown in the TRD auditorium. This list will include films to be shown in connection with TRD instruction as well as films to be shown during the noon hour. In addition, it will include the films to be shown by Graphics Register.

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9. Training. [REDACTED] requested a memorandum be submitted to him by Mrs. [REDACTED] on the advisability of shifting the enrollment of students [REDACTED] from the Administrative Officer to the Records and Scheduling Officer. Some of the branches have indicated that it would be easier for them to work through Mrs. [REDACTED] on student enrollment in all training rather than through many people for different types of training.

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10. Miscellaneous. [REDACTED] reported that COP/OPC was very pleased with the existing training program and thought that the students coming out of training were well-qualified. [REDACTED] has requested that a brief memorandum be sent by Mr. [REDACTED] to this effect so that it may be circulated to the instructors concerned.

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Mr. [REDACTED] is presently investigating recording machines of different types that may be used to record lectures given in TRD instruction. COMMO does not have any to loan to TRD which means that TRD will have to purchase such equipment out of Training Division funds. At present various types are being considered by Mr. [REDACTED] in conjunction with Mr. [REDACTED] of OAD.

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Mr. [REDACTED] reported that Graphics Register wanted TRD to contribute \$10,000 to the kitty for purchase of films for use by TRD. Such a request with justification should be submitted through the Joint Training Committee.

An Orientation Tour will be held this Friday for new TRD personnel. It is anticipated that seven or eight persons will attend.

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